



Easy Acquisition Process for ISD Projects

Number: 580-PC-061-01

Effective Date: April 24, 2006

Expiration Date: April 24, 2011

Approved By: (signature)

Name: Barbara Pfarr

Title: Associate Chief, ISD

Responsible Office: 580/Information Systems Division (ISD)

Asset Type: Process

Title: Easy Acquisition Process for ISD Projects

PAL Number: 4.1.1

Purpose

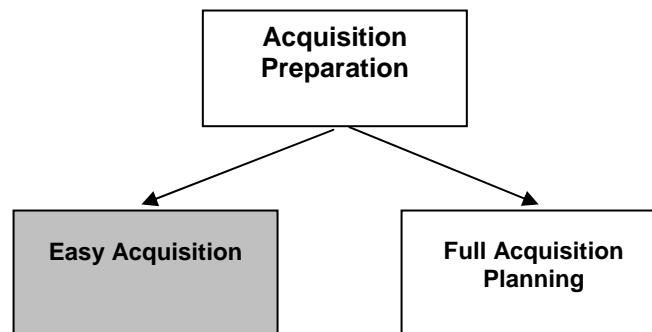
The purpose of this process is to provide guidance to the Acquisition Manager in executing the Easy Acquisition Process.

Scope

This process is to be followed by ISD Acquisition Managers involved with Easy Acquisitions. An Easy Acquisition may be part of a larger, flight or mission level project/program.

**Context
Diagram**

Acquisition Processes for ISD Projects



Roles and Responsibilities	<p data-bbox="475 197 708 228">Stakeholders (SH)</p> <ul data-bbox="524 239 1308 338" style="list-style-type: none"> • Include managers, project team, Procurement, customers, end users, suppliers, and others affected within the organization. • Support Acquisition Manager in the Easy Acquisition process. <p data-bbox="475 373 805 405">Acquisition Manager (AM)</p> <ul data-bbox="524 415 1349 1052" style="list-style-type: none"> • Primary responsibility for performing the Easy Acquisition process and generating any associated documentation. • Derives requirements, as necessary. • Conducts market research. • Determines which products meet requirements. • Identifies potential suppliers. • Prepares solicitation package (requirements specification, deliverables, evaluation criteria, etc.). • Prepares any necessary justifications. • Supports Procurement Personnel in selecting supplier, writing and signing contract. • Monitors contract, as appropriate. • Ensures receipt of product. • Performs or coordinates product evaluation. • Accepts product. • Transitions product to operational use. • Reports to management on acquisition status, as appropriate. <p data-bbox="475 1062 1295 1125"><i>GUIDANCE: The Product Development Lead (PDL) may serve as the acquisition manager</i></p> <p data-bbox="475 1171 1008 1203">Procurement Personnel (PO), if applicable</p> <ul data-bbox="524 1213 1192 1283" style="list-style-type: none"> • Responsible for dealing with contract (legal) issues. • With AM, selects supplier, writes, and signs contract.
Inputs	<ul style="list-style-type: none"> • Acquisition strategy materials from Acquisition Preparation Process • List of items to be acquired and any relevant specifications
Entry Criteria	<ul style="list-style-type: none"> • Acquisition preparation has been completed • An Easy Acquisition has been identified as the acquisition type
Exit Criteria	<ul style="list-style-type: none"> • A purchase agreement (e.g., contract, purchase order, credit card order) has been released • A purchase agreement has been awarded and signed • The product has been received, evaluated, accepted, and transitioned into operational use.

Outputs	<ul style="list-style-type: none"> • A released purchase agreement • An approved and signed purchase agreement • Receipt of product • Acceptance of product 	
Major Tasks	<ol style="list-style-type: none"> 1. Derive requirements, as necessary 2. Conduct market research 3. Identify potential suppliers 4. Develop evaluation and acceptance criteria and identify acquisition-related risks 5. Prepare solicitation package 6. Issue procurement request 7. Monitor contract, as appropriate 8. Receive product and perform evaluation 9. Accept product and transition it to operational use 	<p>AM, SH</p> <p>AM, SH</p> <p>AM, SH</p> <p>AM</p> <p>AM, SH</p> <p>AM</p> <p>AM</p> <p>AM, SH</p> <p>AM, SH</p>
Task 1	<p>Derive requirements, as necessary</p> <p>a) Extract requirements from those identified in Acquisition Preparation</p> <p>b) Specify the operational requirements of what is needed</p> <p>c) Collect the needs, expectations, and constraints from SH</p> <p>d) Iterate with customers/users and translate into requirements</p> <p><i>GUIDANCE: Provide a sufficient technical description of performance required so that an adequate product is procured, e.g., has all the functionality needed. If the requirements are all covered by a legitimate sole source, then a part number would be adequate.</i></p> <p>e) Complete the Electronic Information Technology (EIT) Compliance Certificate when requirements include EIT</p> <p><i>GUIDANCE: This is not needed for Acquisitions less than \$2,500 in value and may not be applicable for a wide range of items. Discuss with Procurement if this is needed for your particular situation. This step is required to address accessibility to EIT for persons with disabilities. Form (NF 1707) must be completed and is available at http://ftp.hq.nasa.gov/forms/pdf/nf1707.pdf.</i></p> <p>f) Document requirements</p> <p><i>GUIDANCE: Information may be documented in the Product Plan</i></p>	AM, SH
Task 2	<p>Conduct market research</p> <p>a) Conduct market research to determine whether sources of commercial items or services are available to satisfy the requirements</p> <p><i>GUIDANCE: Template is available at http://aetdpr.gsfc.nasa.gov.</i></p> <p>b) Determine products that meet requirements</p> <p>c) Update the customer requirements, as needed, when new information</p>	AM, SH

	<p>becomes available.</p> <p>d) Document results of market research</p> <p><i>GUIDANCE: Information may be documented in the Software Management Plan (SMP)/Product Plan (PP)</i></p>	
Task 3	<p>Identify potential suppliers</p> <p>AM, SH</p> <p>a) Based on results of Task 2, determine potential suppliers of product to be acquired.</p> <p>b) Identify preferred supplier, if any.</p> <p>c) If competitive, develop a list of potential suppliers (minimum of 3) that are believed to be able to satisfy all requirements. Include a brief discussion on why each potential supplier can satisfy the requirements.</p> <p>d) If a potential sole-source, document the justification for why the company you want is the only company that satisfies your minimum requirements.</p> <p><i>GUIDANCE: This document is called a "Justification for Other than Full and Open Competition" (JOFOC). The JOFOC must demonstrate the fact, not just state it. A template a further guidance is available at http://gsfc-artemis.gsfc.nasa.gov/210/flashes/jofoc.doc</i></p>	
Task 4	<p>Develop evaluation and acceptance criteria and identify acquisition-related risks</p> <p>AM</p> <p>a) If multiple proposals are sought, specify what selection criteria will be used.</p> <p><i>GUIDANCE: Describe how you would prefer to evaluate the competitive proposals once they have been submitted. This should have two parts: (1) a description of the information that the suppliers must submit with their proposals that will be needed for evaluation; and (2) a description of how you will evaluate the information submitted by the suppliers.</i></p> <p>b) Specify what product selection criteria will be used.</p> <p><i>GUIDANCE: Information may be documented in the SMP/PP</i></p> <p>c) Specify criteria for acceptance of product.</p> <p><i>GUIDANCE: Information may be documented in the SMP/PP. This may be as simple as kind, count, and condition.</i></p> <p>d) Identify acquisition-related risks.</p>	
Task 5	<p>Prepare solicitation package</p> <p>AM, SH</p> <p>a) Generate information for the acquisition mechanism. This may be a Purchase Requisition (PR) for submission to Procurement or information needed to facilitate a credit card order (for Easy Acquisitions less than \$2,500).</p> <p><i>GUIDANCE: The PR must be completely filled in. A PR Checklist is available at http://aetdpr.gsfc.nasa.gov/docDir/index.cfm under "Forms</i></p>	

and Checklists”

- b) Develop a Procurement Acquisition Package (PAP), as appropriate. Reference the chart below for potential elements.
- c) Submit PAP to stakeholders for review and update as necessary.

GUIDANCE: The following chart lists all the items required by Procurement for acquisitions other than full acquisitions. Required = Req, NR = Not Required, Required for Competitive = ReqC, Required for Sole Source = ReqSS, Optional =Opt

PAP Items*	Easy Acquisition	
	\$2,500 or more	Less than \$2,500
Purchase Requisition (PR) Checklist	Req	Req
Performance Evaluation Plan	Opt	Opt
Market Research	Req	Req
In-House Cost Estimate	Req	Req
Funding Profile	Req	Req
Source List	ReqC	Opt
Source Company	ReqSS	Req
Security Requirements	Req	NR
Government Property	NR	NR
Evaluation Criteria	ReqC	NR
JOFOC	ReqSS	NR
Contract Type Information	Req	NR
Electronic Information Technology	Req	NR

NOTE: The Performance Evaluation Plan (name used by ISD) is the same as the Performance Work Statement (name used by Procurement). Information may be documented in the SMP/PP.
*Check values with Procurement prior to use to ensure compliance with current regulations

Task 6	Issue acquisition request	AM
---------------	----------------------------------	-----------

- a) Submit the proposal solicitation or acquisition request to Procurement or issue a credit card order (for some Easy Acquisitions less than \$2,500)

GUIDANCE: This may be performed by a support person within the resources group, a project administrator, or an organizational secretary/administrative assistant.

Task 7	Monitor contract, as appropriate	AM
---------------	---	-----------

GUIDANCE: These steps are typically performed for Full Acquisitions. They may be performed to a lesser degree for Easy Acquisitions and are not performed at all for acquisitions of a contract value less than \$2,500.

- a) Perform the following according to the terms established in the purchase agreement.

1. Monitor supplier progress and performance (schedule, effort, cost, and technical performance).
2. Monitor supplier processes (e.g., configuration management (CM), quality assurance) and take corrective action when necessary.
3. Conduct reviews (both formal and informal) with the supplier when necessary.

GUIDANCE: Reviews include: preparing for the review; ensuring that relevant stakeholders participate; conducting the review; identifying, documenting, and tracking all action items to closure; preparing and distributing to the relevant stakeholders a summary report of the review.

4. Conduct technical and management reviews with the supplier. Technical and management reviews may be coordinated and held jointly.

GUIDANCE:

Technical reviews typically include:

Providing supplier with visibility into the needs and desires of the customers and end users, as appropriate;

Reviewing supplier's technical activities and verifying that the supplier's interpretation and implementation of the requirements are consistent with the project's interpretation;

Ensuring that technical commitments are being met and that technical issues are communicated and resolved in a timely manner;

Obtaining technical information about the supplier's products;

Providing appropriate technical information and support to the supplier

Management reviews typically include:

Reviewing critical dependencies;

Reviewing project risks involving the supplier;

Reviewing schedule and budget

5. Monitor risks involving the supplier and take corrective action as necessary
6. Revise the acquisition agreement and project plans and schedules as necessary

Task 8	Receive product and perform evaluation	AM, SH
---------------	---	---------------

- a) Receive the product
- b) Accept the product
 1. Ensure the purchase agreement is satisfied before accepting the acquired product
 2. Validate the product according to established acceptance criteria.

GUIDANCE: The evaluation process may be only a few steps for some Easy Acquisitions. For other cases, complete acceptance

reviews and tests and configuration audits before accepting product.

Define the acceptance procedures

Review and obtain agreement with relevant stakeholders on the acceptance procedures before the acceptance review or test

Verify that the acquired products satisfy their requirements

Confirm that the non-technical commitments associated with the acquired work product are satisfied. This may include confirming that the appropriate license, warranty, ownership, usage, and support or maintenance agreements are in place and that all supporting materials are received.

Document the results of the acceptance review or test

Establish and obtain supplier agreement on an action plan for any acquired work products that do not pass their acceptance review or test

Identify, document, and track action items to closure

Task 9	Accept product and transition to operational use	AM, SH
---------------	---	---------------

- a) Ensure that there are appropriate facilities to receive, store, use, and maintain the acquired products
- b) As appropriate, ensure that training is provided for those involved in receiving, storing, using, and maintaining the acquired products
- c) Ensure that storing, distributing, and using the acquired products are performed in accordance with the terms and conditions specified in the supplier agreement

Measures

Recommended Measures:

- Effort spent on acquisition activities

Required Measures

- None identified

Tools and Templates

Name	Description
TBD	

Training availability can be checked at <http://software.gsfc.nasa.gov/training.htm>

References

This process is consistent with the following policies, standards & references. Check the online referenced links to make sure you have the current version.

- **Glossary:** <http://software.gsfc.nasa.gov/glossary.cfm>
Defines common terms used in ISD processes

- **Process Asset Library:** <http://software.gsfc.nasa.gov/process.cfm>
Library of all ISD process descriptions
- **Federal Acquisition Regulation (FAR) 7.105:** List of requirements that the Software Acquisition Management Plan must follow. Access via <http://code210.gsfc.nasa.gov/podorg.htm>
- **NASA FAR Supplement (NFS) 1807-105:** NASA supplement to the FAR that includes additional requirements that must be followed. Access via <http://code210.gsfc.nasa.gov/podorg.htm>
- **NASA Software Engineering Requirements, NPR 7150.2**
Access via NODIS at <http://nodis.hq.nasa.gov>.
- **Procurement, GPR 5100.1E:** Access via GSFC Directives Management System (GDMS) at <http://gdms.gsfc.nasa.gov>
- **Supplier Performance Evaluations, GPR 5100.2B:** Access via GDMS at <http://gdms.gsfc.nasa.gov>
- **Government Cost Estimates for Acquisitions Exceeding the Micro-Purchase Threshold, GPR 5100.5A:** Access via GDMS at <http://gdms.gsfc.nasa.gov>
- **Initiator's Acquisition Checklist, GSFC 23-59:** Access via GDMS at <http://gdms.gsfc.nasa.gov>
- **Government Cost Estimate, GSFC 18-60:** Access via GDMS at <http://gdms.gsfc.nasa.gov>
- **PR Checklist:** used for Simplified Acquisitions can be found at <http://aetdpr.gsfc.nasa.gov/docDir/index.cfm>
- **Credit Card Procurement Cardholder Procedures, 210-WI-5100.1.3C:** Directive that outlines procedures for Procurement Credit Cardholders. Access via GDMS at <http://gdms.gsfc.nasa.gov>
- **Numerous Other Procurement Documents and Templates:**
Access via Procurement website at <http://code210.gsfc.nasa.gov>

Quality Management System Records	Controlled Document	Record Custodian
	None	

Change History	Version	Date	Description of Improvements
	1.0	4/24/06	Initial approved version by CCB